

**CHARTER
GODDARD SPACE FLIGHT CENTER
WALLOPS FLIGHT FACILITY
WOMEN OF WALLOPS FEDERAL WOMEN'S PROGRAM COMMITTEE**

I. AUTHORITY

The Wallops Flight Facility (WFF) Women of Wallops (WOW) Federal Women's Program Committee (FWPC) is established by authority of the Center Director. WOW FWPC operates under this Charter and is consistent with the efforts promoted through Executive Order 11478, U.S. Equal Employment Opportunity Commission Equal Opportunity Management Directive 714, NPD 3713.2G, Federal Equal Opportunities of NASA, GPD 3713.1 Goddard Space Flight Center (GSFC) Equal Opportunity Advisory Committee; and other statutes and regulations that govern GSFC's equal opportunity program. The establishment of the WOW FWPC is recognized officially as appropriate for this Center.

II. PURPOSE

The WOW FWPC seeks to assist all levels of management in creating an environment that is conducive to the recognition, development, understanding, and utilization of each employee's abilities, skills, and knowledge in order to achieve maximum productivity. The Equal Opportunity Programs Office (EOPO), Code 120, sponsors the organization.

III. OBJECTIVES

The WOW FWPC is chartered to:

- A. Provide advice, guidance, and recommendations to the Center Director and WFF Senior Manager in planning, implementing, monitoring, and evaluating the Center's affirmative action program on the employment and advancement of women;
- B. Serve as a focal point for the concerns of women employees on matters affecting their employment at GSFC WFF through personal contact with the Center Director, Deputy Director, WFF Senior Manager and other officials of the Center
- C. Provide educational forums for employees and managers on women's issues, and,

D. Facilitate resolution of problems affecting all women employees at WFF

IV. MEMBERSHIP

The membership of the Committee will primarily consist of women employees. Men who have a strong interest in the employment of women are also eligible for membership. However, a majority of the membership will consist of women.

The Committee will consist of up to eight civil servant and four non-voting contractor members. Each resident directorate may have a representative. Additional representatives may be appointed based on the number of women in the organization. Upon nomination by the prospective member's WFF Senior Manager, the civil service members will be appointed by the Center Director. The EO Officer may make recommendations directly to the Center Director, if he/she deems it warranted assuring adequate representation. Upon nomination by the prospective member's on-site senior manager, the contractor members will be appointed by the company on-site program manager and/or appropriate company official. The EO Officer may make recommendations directly to the company, if he/she deems it warranted assuring adequate representation.

Each member will serve for a term of three years. Terms will be staggered so that no more than one-third membership turns over in a given year. Normally, members will serve no more than two consecutive terms. If the initial appointment was for a period of 18 months or less (see IX), a member can then be appointed for up to two full terms. The Chief of the EOPO, or designee, will approve any exceptions. The Committee structure and selection process will be reviewed in the fall of each year. The WOW FWPC year is from January through December, which allows for a smooth transition during the fall quarter.

In constituting the WOW FWPC, consideration will be given to representation of a broad range of ethnic groups, job titles, and directorates, and include individuals holding management and non-management positions. The number of representatives per directorate representation will be based on the population of women in each organization. It will be re-evaluated as individual terms expire. The Committee will make further recommendations governing the desired qualifications of the members.

In addition to the voting members described above, the Office of Human Resources (OHR) and the EOPO will each have an *ex-officio* member on the Committee. One person from each of the unions, having exclusive representation of WFF employees, will be invited to participate in meetings.

These union representatives will have privileges extending to participation in discussions and serving on subcommittees, but not voting on issues brought before the Committee.

V. COMMITTEE FUNCTIONS

The Committee encompasses a wide range of functions that include:

- A. Contributing to the WFF's annual updates of the affirmative action plan for the hiring, placement, and advancement of women, minorities, and individuals with disabilities;
- B. Monitoring and evaluating implementation of the plan, recommending actions to improve performance in implementing the plan to the Center Director, Deputy Director, WFF Senior Manager and other officials of the Center;
- C. Assessing WFF's barriers to the employment and advancement of women, including access to programs and activities, and developing recommendations for their elimination;
- D. Receiving, considering, and transmitting, as appropriate, proposals, statements of problems in directorates, and other recommendations of persons on matters relating to the employment of women. These problems will normally be Facility-wide in scope or encompass more than one directorate;
- E. Maintaining liaison with similar committees in other NASA installations, NASA Headquarters, and other Governmental agencies;
- F. Meeting at least once annually with the Center Director and Deputy Director, bi-annually with WFF Senior Management (i.e., Codes 200, 500, 800, 972), and formally meeting quarterly with the Chief, EOPO and Director, OHR and other relevant program managers to discuss problems and assess progress toward their solutions;
- G. Evaluating the effectiveness of the Committee's structure and activities annually and reporting to the Center Director, recommending continuation or termination, and any changes considered desirable in the role and structure of the Committee; and,
- H. Taking the leading role in planning and implementing activities surrounding WFF's commemorative events for women such as Women's History Month and Women's Equality Day.

VI. DECISION MAKING

Whenever possible, decision-making will be by consensus of all WOW FWPC members. When voting is required by the Charter, the Committee will assure that, prior to any vote, every voice is heard, that information is shared, and that Committee actions are taken with full understanding and consent.

Once projects are delegated, the subcommittees will have the authority to make project decisions. However, the subcommittee chair is expected to keep the Committee informed of progress and to address any issues raised.

VII. COMMITTEE OFFICERS

The Committee will elect a Chair and a Vice Chair from among its members who will serve for a period of one year. The same individual may not serve as chair for more than two consecutive years. In addition, the EOPO representative will serve as Executive Secretary for the WOW FWPC. Subcommittee chairs will be selected as needed.

VIII. COMMITTEE MEETINGS (FREQUENCY AND ABSENCES)

Meetings will be held once a quarter. Its members will determine the need for additional meetings. Meetings of subcommittees will be on an as-needed basis.

Members can be excused from meetings due to illness, conflicting work assignments or scheduled leave. If a member knows in advance that he/she will be absent for more than two consecutive quarterly meetings, he/she may request that an alternate be appointed. The Executive Secretary will forward the request to the appropriate Director of. If a member who has not made provision for an alternate misses three consecutive meetings or four meetings over the course of 12 months, the Committee may dismiss the individual by a vote of the majority of the Committee. The Executive Secretary will notify the member that a vote is pending 10 days prior to the Committee vote. The member will have an opportunity to request renewal of her participation.

IX. FILLING VACANCIES

Vacancies occurring on the Committee for any reason will be filled in the same manner as the position was filled originally. The vacancy will be filled until the expiration of the appointment of the vacating member, at which time the new member may be reappointed to serve a full term.

X. COMMITTEE DURATION

The Committee will be a standing committee of indefinite duration with continuance dependent on the annual evaluation and Center Director's approval.

XI. SUBCOMMITTEES

The Committee will form such subcommittees as it considers necessary, on a continuing or ad hoc basis, to address specific items such as employment, training, and attitudinal barriers; career development; recruitment; merit promotion; special events; committee membership; etc., or specific problems or issues as they arise.

XII. COMMITTEE SUPPORT

The Chief, EOPO, or designee, will be responsible for management control and logistic support functions for the Committee. On a day-to-day basis, the Chief, EOPO, will exercise this responsibility through an appropriate person on his or her professional staff. This individual will also serve as Executive Secretary to the Committee.

XIII. COMMITTEE CHARTER AMENDMENTS

This charter stands until revised by the Committee with a two-thirds vote of the membership and final approval by the Center Director.

Approved:

A.V. Diaz
Director, GSFC

Date

J.H. Campbell
WFF Senior Manager

Date